



**DEPARTMENT OF MOTOR VEHICLES
JOB OPPORTUNITY
MAINTAINER – (NORWALK BRANCH OFFICE)**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: Norwalk DMV, 540 Main Avenue, Norwalk, CT 06851

Job Posting No: 044295

Hours: Tuesday – Saturday, 37.5 hours

Salary: Starting hourly pay: \$16.03 (After completion of a 6 month working test period, hourly pay increases to \$17.81 an hour).

Posting Date: March 2, 2017 **Closing Date:** March 10, 2017

Eligibility Requirement: Qualified candidates who meet the requirements as stated below. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Examples of Duties: Provide basic maintenance tasks, plate inventory and daily reporting for the branch plate inventory system. Performs maintenance of areas such as branch offices, including outdoor areas; mops, strips, waxes and polishes floors using appropriate equipment such as floor polishers and buffers; washes, dusts, and polishes glass including windows, woodwork, walls, furniture and metal equipment; maintains lawn, parking lots, sweeps walks; collects and disposes of trash; reports needs for repairs; performs minor maintenance; runs errands; inspects buildings for damage and reports conditions to supervisor; may change light bulbs and replace fuses; may lubricate or tighten door hinges, drawers, cabinets, etc.; may replace ceiling or floor tiles; may remove snow and ice from stairways and walkways around buildings; may sand and salt stairways and walkways; may perform custodial functions as required; may move furniture; performs related duties as required.

Knowledge, Skills and Abilities: Some interpersonal skills; some oral and written communication skills; ability to follow oral and written instructions; ability to learn policies and procedures; ability to operate, care for and perform minor maintenance on tools and equipment used in daily work; some ability in simple record keeping.

Preferred Experience: Experience with inventory and inventory systems; experience entering data; custodial experience; and experience maintaining large buildings and grounds. Very good interpersonal skills, and oral and written communication skills.

General Experience: Any experience and training which would provide the knowledge, skills and abilities listed above.

Special Requirement: Incumbents in this class may be required by the appointing authority to possess and retain appropriate current licenses, permits and/or certifications.

Physical Requirement: Incumbents in this class must have adequate physical strength, stamina, physical agility, visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination is required.

Working Conditions: Incumbents in this class may be required to lift moderate to heavy weights. Incumbents may be exposed to risk of injury from equipment and the work environment.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, and an Application for Employment **CT-HR-12** to:

**Department of Motor Vehicles
Human Resources – Room 235
60 State Street
Wethersfield, CT 06161
Fax: (860) 263-5576**

Please Note: Due to the large number of expected applicants, we cannot confirm receipt of application materials. Interviews will be limited to a maximum of 20 applicants for these positions.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.